MISSOURI ETHICS COMMISSION
EXPENDITURES AND CONTRIBUTIONS MADE
INSTRUCTIONS ON REVERSE SIDE

1. NAME OF COMMITTEE	2. REPORT DATE

A. EXPENDITURES OF $100 OR LESS BY CATEGORY
(LIST PAYMENTS TO CAMPAIGN WORKERS IN SECTION B BELOW)

3. CATEGORY OF EXPENDITURE	4. AMOUNT PAID OR INCURRED THIS PERIOD
	$
	$
5. SUBTOTAL: NON-ITEMIZED EXPENDITURES THIS PAGE (SUM COLUMN 4)	$
6. SUBTOTAL: NON-ITEMIZED EXPENDITURES ANY ATTACHED PAGES	+ $
7. TOTAL: NON-ITEMIZED EXPENDITURES THIS PERIOD (SUM 5 + 6)	$

B. ITEMIZED EXPENDITURES ALL OVER $100
AND ALL PAYMENTS TO CAMPAIGN WORKERS

8. NAME AND ADDRESS OF RECIPIENT	9. DATE	10. PURPOSE - (IF PAYMENT WAS TO A CAMPAIGN WORKER, SHOW AGGREGATE PAID)	11. AMOUNT THIS PERIOD
NAME: ADDRESS: CITY / STATE:		$	$ ☐ PAID ☐ INCURRED
NAME: ADDRESS: CITY / STATE:		$	$ ☐ PAID ☐ INCURRED
NAME: ADDRESS: CITY / STATE:		$	$ ☐ PAID ☐ INCURRED
NAME: ADDRESS: CITY / STATE:		$	$ ☐ PAID ☐ INCURRED
NAME: ADDRESS: CITY / STATE:		$	$ ☐ PAID ☐ INCURRED
12. SUBTOTAL: THIS PAGE (SUM COLUMN 11)			$
13. SUBTOTAL: ANY ATTACHED PAGES			+ $
14. TOTAL: ITEMIZED EXPENDITURES THIS PERIOD (SUM 12 +13)			$
15. TOTAL: MONETARY EXPENDITURES THIS PERIOD (SUM 7 + 14)			$
16. AMOUNT OF LINE 15 WHICH WAS **PAID** OUT THIS PERIOD			$
17. AMOUNT OF LINE 15 WHICH WAS **DEBT INCURRED** THIS PERIOD			$
18. IF COMMITTEE MADE ANY **IN-KIND EXPENDITURES** THIS PERIOD, LIST AMOUNT			$
19. FUNDS USED FOR **REPAYING LOANS** THIS PERIOD (ATTACH FORM CD1B)			$

C. MONETARY CONTRIBUTIONS MADE (REGARDLESS OF AMOUNT)

20. NAME AND ADDRESS OF CANDIDATE OR COMMITTEE	21. DATE	22. AMOUNT
NAME: ADDRESS: CITY / STATE:		$
NAME: ADDRESS: CITY / STATE:		$
NAME: ADDRESS: CITY / STATE:		$
23. SUBTOTAL: THIS PAGE (SUM COLUMN 22)		$
24. SUBTOTAL: ANY ATTACHED PAGES		+ $
25. TOTAL: MONETARY CONTRIBUTIONS MADE THIS PERIOD (SUM 23 + 24)		$
26. IF COMMITTEE **MADE ANY LOANS** THIS PERIOD, LIST AMOUNT		$
27. TOTAL: ALL MONETARY CONTRIBUTIONS AND LOANS MADE THIS PERIOD (SUM 25 + 26)		$
28. IF COMMITTEE **MADE ANY IN-KIND CONTRIBUTIONS** THIS PERIOD, LIST AMOUNT		$

FORM CD3

EXPENDITURES AND CONTRIBUTIONS MADE
INSTRUCTIONS

PURPOSE: CD3 is used to report all expenditures (paid and incurred) and all contributions made by your committee during the reporting period.

CONTENT OF FORM:

Item 1: Enter the full committee name.

Item 2: Enter the date this report is being submitted.

SECTION A: **NON-ITEMIZED EXPENDITURES**

Column 3: Individual expenditures of $100 or less may be grouped into categories (I.e. office supplies, postage, etc.). Enter each group in Column 3. Do not include payments made to campaign workers in this section.

Column 4: Enter the dollar amount of each category listed in Column 3. Include expenditures which were paid as well as those which were incurred by not paid during the reporting period.

Item 5: Enter the total of the amounts entered in Column 4 on this page only.

Item 6: Enter the total of the amounts of each category from any attached pages.

SECTION B: **ITEMIZED EXPENDITURES**

Column 8: Enter the name and address of any person, organization, or business to whom an expenditure of more than $100 was made during the reporting period.

Enter the name and address of any campaign worker to whom an expenditure was made during the reporting period, *regardless of the amount.*

Column 9: Enter the date the individual expenditure listed in Column 8 was made.

Column 10: Enter the purpose of the expenditure listed in Column 8.

If the expenditure was to a campaign worker, below the purpose of the expenditure (in this case, "salary"), enter the aggregate amount paid to this worker for this election to date.

Column 11: Enter the dollar amount, indicating paid or incurred for the individual expenditure for this reporting period.

Item 12: Enter the total of the amounts listed in Column 11 for this page only.

Item 13: Enter the total of all itemized expenditures from any attached pages.

Item 14: Add Items 12 and 13 and enter the total of itemized expenditures.

Item 15: Add Items 7 and 14 and enter the total of all expenditures made this period.

Item 16: Enter the amount of total expenditures made this period which were actually paid during the period.

Item 17: Enter the amount of total expenditures for this period which were incurred but not actually paid during this period.

Item 18: Enter the amount of any in-kind expenditures made during this reporting period.

Item 19: Enter the total amount used to repay any loans during this reporting period.

SECTION C: **MONETARY CONTRIBUTIONS MADE**

Column 20: Enter the name and address of any candidate or committee to whom your committee mad a monetary contribution during the reporting period, regardless of the amount. Do not include transfers of funds to candidate committees controlled by the same candidate.

Column 21: Enter the date the contribution was made.

Column 22: Enter the amount of the contribution.

Item 23: Add the amounts entered in Column 22 on this page only, and enter the total.

Item 24: Add the total amount of any contributions made from any attached pages, and enter the total.

Item 25: Add Items 23 and 24; enter the total of monetary contributions made.

Item 26: Enter the total amount of loans made during this reporting period (if any). Name and address of the recipient should be listed on an attached sheet.

Item 27: Add items 25 and 26; enter the total of all monetary contributions or loans made.

Item 28: Enter the total of any in-kind contributions made by the committee during the reporting period.

FORM CD3